

2026

BUSINESS CONTINUITY PLAN



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BUSINESS CONTINUITY PLAN

Distribution List

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References and related documents

Document Title

SECTION 1

Objectives

The objectives of this plan are to:

- Undertake risk management assessment.
- Define and prioritise critical business functions.
- Detail immediate response to a critical incident.
- Detail strategies and actions to be taken to stay in business.
- Review and update this plan on a regular basis.



Glossary

Business Continuity Planning	A process that helps develop a plan document to manage the risks to a business, ensuring that it can operate to the extent required in the event of a crisis/disaster.
Business Continuity Plan	A document containing all of the information required to ensure that your business is able to resume critical business activities should a crisis/disaster occur.
Business Impact Analysis	The process of gathering information to determine basic recovery requirements for your key business activities in the event of a crisis/disaster.
Key business activities	Those activities essential to deliver outputs and achievement of business objectives.
Recovery Time Objective (RTO)	The time from which you declare a crisis/disaster to the time that the critical business functions must be fully operational in order to avoid serious financial loss.
Resources	The means that support delivery of an identifiable output and/ or result. Resources may be money, physical assets, or most importantly, people.
Risk Management	Is the process of defining and analysing risks, and then deciding on the appropriate course of action in order to minimise these risks, whilst still achieving business goals.

SECTION 2

Risk Management Planning

RISK MANAGEMENT PLAN



Prepared by:
Janey Yin

 Date: 2026/03/02



Reviewed by:
Wally Wang

 Date: 2026/03/04

KEY:



= Very High



= High



= Medium



= Low

Serial Number	Risk project	Risk Description	Likelihood	Impact	Priority
1	Contingency management	Natural disaster risk - Due to natural disasters such as floods, earthquakes, typhoons, etc., property losses, casualties, and production are affected.	L	H	H
2	Public health emergencies	Risk of public health emergencies -The production can not be carried out as planned due to unexpected health and social public events (such as Xinguan, SARS), error poisoning, etc., which threaten the life safety of employees.	M	H	H
3	Extinguishing and protection	Fire safety risks -Fires caused by aging electrical circuit equipment and human factors such as cigarette butts can cause property damage, casualties, and affect production.	M	H	H
4	Abnormal water, electricity, and gas facilities	-External environmental impact Due to external factors, power outages, water and gas outages result in inability to operate normally and affect production progress.	L	H	H
5	Theft	Theft risk -Company property damage caused by burglary.	L	M	M
6	Industrial injury	Risk of major work-related accidents -Death or serious injury caused by traffic accidents outside due to management errors or improper working conditions.	L	H	H
7	Supply Chain Management	Risk of material supply interruption -Due to supplier reasons (bankruptcy, capital turnover, shortage of materials, etc.), transportation reasons, etc., raw material shortages and supply interruptions have affected production.	M	M	M

Preventative Action	Contingency Plans
Invest in alternative work locations.	- Immediately convene a meeting to discuss disaster rescue solutions - Implementing outsourcing for production
- The Administration Department maintains close contact with relevant local government departments, collecting promotional materials provided by government departments to prevent public health time, and promoting disease prevention, symptoms, and transmission routes to employees. - The company purchases medical insurance for regular employees after employment.	Once an individual employee is infected with an epidemic disease or food poisoning, immediately isolate the patient and notify 120 emergency personnel to send them to the hospital for treatment.
- Regularly inspect electrical circuits and fire-fighting facilities. - Every year, conduct fire drills for all employees of the company to enable them to understand escape methods and master the use of fire equipment proficiently.	Immediately notify 120 and the emergency team to send the injured person to the hospital for treatment; Emergency repair of equipment.
- The Administration Department maintains close contact with relevant departments of the local government and promptly grasps external information. - Purchase backup facilities.	- Use backup facilities and immediately repair abnormal facilities. - If delivery cannot be achieved in a timely manner, the business should communicate and contact the customer to coordinate the delivery time.
- Install alarm and video surveillance cameras in various areas of the company. - Security personnel conduct regular inspections of the factory area every day.	Immediately call the police number to report the case.
- Regularly identify hazardous sources every year and take timely measures for events with high risk of hazardous sources. - The company purchases work-related injury insurance for regular employees after joining the company.	Immediately notify 120 and the emergency team to send the injured person to the hospital for treatment;
- Sign supply contracts with suppliers - When developing suppliers, it is necessary to reserve backup manufacturers.	Immediately contact a backup supplier for supply.

Serial Number	Risk project	Risk Description	Likelihood	Impact	Priority
8	Quality control	System audit risks -IATF16949, ISO9001, ISO14001, ISO45001 and other systems have not passed the audit, and the certificates are invalid and cannot be used, resulting in non-compliance with the customer cooperation threshold.	L	H	H
9		Quality risk -Huge fines caused by product environmental non-compliance/serious quality issues. Due to equipment malfunction, the production line cannot operate.	L	H	H
10	Equipment management	Due to equipment malfunction, the production line cannot operate.	M	M	M
11	Human resources	Labor risk -Labor disputes and penalties caused by inadequate implementation of national labor laws (such as purchasing social security, overtime, holidays, child labor, etc.), which affect the interests and reputation of enterprises.	L	H	H
12		Personnel risk -Employee resignation due to improper employment policies, salary structure, or management measures; -The expansion of production scale, seasonal adjustment of production capacity, and the inability to recruit a large number of employees in a timely manner. The abnormality of personnel resulted in production not being able to proceed according to the original schedule.	L	L	L

Preventative Action	Contingency Plans
• The Quality Department leads the training of all employees in the company on the relevant knowledge of IATF16949, ISO9001, ISO14001,and ISO45001 systems, establishes and operates relevant systems as required, and supervises each unit to carry out operations in accordance with standard procedures and meet standard requirements. • Conduct internal audits of each system annually to ensure its compliance, continuous suitability, and effectiveness.	• Rectify any non conformities identified during the audit.
• Communicate the corresponding quality/environmental requirements to suppliers to ensure they are aware of and comply with the corresponding regulations. • Perform incoming, first/last piece, inspection, and outgoing inspections as required for each batch of products	• Actively cooperate with customers to handle quality issues.
• Regularly inspect and maintain instruments and equipment in accordance with inspection and maintenance requirements. • For critical equipment and equipment with high usage frequency, reserve them if necessary.	• Immediately repair or purchase faulty equipment. • If delivery cannot be achieved in a timely manner, the business should communicate and contact the customer to coordinate the delivery time.
• Human resources real-time grasp laws, regulations and policies, and revise company rules and regulations in accordance with laws and regulations.	• Perform operations in accordance with relevant laws and regulations, as well as company rules and regulations.
• Real time monitoring of human resources trends and timely preparation of personnel.	• Urgently contact qualified labor companies to provide personnel to meet production requirements.

Serial Number	Risk project	Risk Description	Likelihood	Impact	Priority
13	Information security	The company's server database and SAP database are damaged, infected with viruses, and attacked by hackers, resulting in data loss and business interruption.	L	H	H
14	Product Design and Development	Patent risk -Patent technology leakage causes product impairment. -Product design and development involve patent infringement leading to disputes.	L	M	M
15	Crisis and Public Relations	Market risk -Due to misjudgment of the market, serious stock shortages, large inventory delays, failed new product launches, and failed target market positioning have been caused.	L	M	M
16	Political risk	Risks due to political changes (war, civil strife, trade sanctions, etc.)	L	H	H
17	Financial risk	Due to customers' inability to pay for goods, poor cash flow turnover, and frozen bank accounts, the funding chain is broken.	L	H	H

Preventative Action	Contingency Plans
Regular backups of company server data, SAP data, etc.	The hardware is replaced with spare parts.
- Sign confidentiality agreements with relevant partners and clients, and handle patent information confidentiality in relevant documents - Patent engineers and patent lawyers investigate existing patents in advance, and product design assesses infringement risks in advance	- Contact relevant representatives for negotiation and settlement as soon as possible. - If settlement cannot be reached, consult patent lawyers for coordination or evaluate litigation solutions.
- Conduct market research in advance to reduce misjudgment - Pre evaluate market risks, develop contingency plans and stop loss points - Pre storage and audit outsourcing manufacturers	- Stop production or outsource operations according to the solution - Contact relevant partners as soon as possible to jointly reduce losses
- Avoid establishing offices in disputed regions/countries. When the risk of political change is assessed, transfer the office to a safe area. - Decentralize supply chain layout, reduce risks, and develop emergency plans	- Contact relevant partners as soon as possible to jointly reduce losses - Implement according to the emergency plan, transfer and deliver production sites, revenue and expenditure accounts, human resources, etc - Maintain contact with local government investment departments and seek assistance if necessary.
- Conduct financial backchecks on customers to avoid lengthy financial settlement cycles - Regularly review financial statements and internal audits, avoid investment projects with high capital risks, ensure a certain proportion of operating capital, reserve long-term cooperation with borrowers and investors - Reorganize the financial structure and position the financial entity in countries with lower political risks - Legally compliant and rigorous execution of tax reporting, payment, and financial operations	- Contact relevant partners as soon as possible to jointly reduce losses - Contact borrowers and investors to alleviate financial pressure - Transfer income and expenditure accounts and trading entities - Contact relevant institutions such as the government and banks for assistance.

Insurance

Insurance type	Social insurance
Policy coverage	Labor risks Risk of work-related accidents Risk of public health emergencies

Data security and backup strategy

Data for backup	Server database	SAP database
Frequency of backup	Weekly	Everyday
Backup media / service	Mobile hard drive	Sever
Person responsible	IT of each Business Division	SAP Taiwan
Backup procedure steps	• Remove external drive from fire safe • Copy data from sever database • Return external drive to fire safe	• Copy data from SAP database

Section 3

Business Impact Analysis

Critical Business Activity List:	
1	Procure raw materials
2	Tooling and fixture processing production
3	Stamping production
4	Terminal plating
5	Injection production
6	Automated machine production
7	Finished product assembly
8	Tape& reel production
9	logistics transportation

1. Procure raw materials.

Business Activity Description: Procure raw materials for production, such as plastic raw materials, copper sheet, packaging materials.

a) What are the losses if this business activity could not be provided?

- **Loss of Revenue:** \$780,000 per week.
- **Increased Costs:** \$N/A
- **Staffing:** Production staff numbers will need to be reduced.
- **Product/service:** Number of connector available for sale will be reduced until production resumes.
- **Fines or penalties due to missed deadlines:** N/A
- **Legal liability, personal damage, public harm:** N/A
- **Loss of good will, public image:** Will occur if unable to meet current client orders.

Comments: Current stocks will meet demands for up to 3 months.

b) For what maximum amount of time could this business activity be unavailable (either 100% or partial) before the losses would occur?

 hrs
 days
 weeks
 months

Comments: If raw material is not procured for more than 3 months, the business will lose sales and customers will source alternative connector manufacturer.

c) Does this activity depend on any outside services or products for its successful completion?

- ☐ NO ☒ YES – If yes, check one of the following:
- ☐ Sole Supplier ☒ Major Supplier ☐ Many Alternate Suppliers

Comments: If the existing supplier is unable to provide services, it is necessary to procure materials from alternative suppliers. Meanwhile, the sales should coordinate orders with customers to prevent excessive backlog of orders.

d) On a scale of 1 to 5 (1 being the Most Important, 5 being the Least Important), where would this business activity fall in terms of being important to the operation of your department or business?

☒ -1 ☐ -2 ☐ -3 ☐ -4 ☐ -5

Comments: Procure raw materials is the primary activity of the business.

Completed By: Janey Yin

Date: 2026/3/2

2. Tooling and fixture processing production.

Business Activity Description: Produce molds required for stamping and molding, and tooling required for manual assembly.

a) What are the losses if this business activity could not be provided?

- **Loss of Revenue:** \$N/A
- **Increased Costs:** Yes, the exact amount of the increase needs to be assessed on a case-by-case basis.
- **Staffing:** Tooling and fixture processing production staff numbers will need to be reduced.
- **Product/service:** N/A
- **Fines or penalties due to missed deadlines:** N/A
- **Legal liability, personal damage, public harm:** N/A
- **Loss of good will, public image:** N/A

Comments: The Tooling and fixture processing production will not affect customer delivery and demand.

b) For what maximum amount of time could this business activity be unavailable (either 100% or partial) before the losses would occur?

 hrs
 days
 weeks
 months

Comments: The Tooling and fixture processing production will not affect customer delivery and demand.

c) Does this activity depend on any outside services or products for its successful completion?

- ☐ NO ☒ YES – If yes, check one of the following:
- ☐ Sole Supplier ☐ Major Supplier ☒ Many Alternate Suppliers

Comments: If tooling and fixture processing production is unable to provide services, adjust the tooling and fixture processing production from other suppliers to prevent connector assembly failure.

d) On a scale of 1 to 5 (1 being the Most Important, 5 being the Least Important), where would this business activity fall in terms of being important to the operation of your department or business?

☒ -1 ☐ -2 ☐ -3 ☐ -4 ☐ -5

Comments: Tooling and fixture processing production is not the primary activity of the business.

Completed By: Janey Yin

Date: 2026/3/2

3. Stamping production

Business Activity Description: Produce terminals required for connectors.

a) What are the losses if this business activity could not be provided?

- **Loss of Revenue:** 390,000 per week
- **Increased Costs:** \$N/A
- **Staffing:** Production staff numbers will need to be reduced.
- **Product/service:** Number of connector available for sale will be reduced until production resumes.
- **Fines or penalties due to missed deadlines:** N/A
- **Legal liability, personal damage, public harm:** N/A
- **Loss of good will, public image:** Will occur if unable to meet current client orders.

Comments: Current stocks will meet demands for up to 2 months.

b) For what maximum amount of time could this business activity be unavailable (either 100% or partial) before the losses would occur?

 hrs
 days
 weeks
 months

Comments: If stamping terminal is not produced for more than 2 months, the business will lose sales and customers will source alternative connector manufacturer.

c) Does this activity depend on any outside services or products for its successful completion?

- ☐ NO ☒ YES – If yes, check one of the following:
- ☐ Sole Supplier ☒ Major Supplier ☐ Many Alternate Suppliers

Comments: If stamping production is unable to provide services, adjust the procure of stamping terminal from other suppliers to prevent connector assembly failure.

d) On a scale of 1 to 5 (1 being the Most Important, 5 being the Least Important), where would this business activity fall in terms of being important to the operation of your department or business?

☒ -1 ☐ -2 ☐ -3 ☐ -4 ☐ -5

Comments: Stamping production is the primary activity of the business.

Completed By: Janey Yin

Date: 2026/3/2

4. Terminal plating.

Business Activity Description: Apply surface treatment on terminals required for connectors.

a) What are the losses if this business activity could not be provided?

- **Loss of Revenue:** \$390,000 per week
- **Increased Costs:** \$N/A
- **Staffing:** Production staff numbers will need to be reduced.
- **Product/service:** Number of connectors available for sale will be reduced until production resumes.
- **Fines or penalties due to missed deadlines:** N/A
- **Legal liability, personal damage, public harm:** N/A
- **Loss of good will, public image:** Will occur if unable to meet current client orders.

Comments: Current stocks will meet demands for up to 2 months.

b) For what maximum amount of time could this business activity be unavailable (either 100% or partial) before the losses would occur?

 hrs
 days
 weeks
 months

Comments: If Terminal plating is not produced for more than 2 months, the business will lose sales and customers will source alternative connector manufacturer.

c) Does this activity depend on any outside services or products for its successful completion?

- ☐ NO ☒ YES – If yes, check one of the following:
- ☐ Sole Supplier ☒ Major Supplier ☐ Many Alternate Suppliers

Comments: If terminal plating is unable to provide services, adjust the terminal plating from other suppliers to prevent connector assembly failure.

d) On a scale of 1 to 5 (1 being the Most Important, 5 being the Least Important), where would this business activity fall in terms of being important to the operation of your department or business?

☒ -1 ☐ -2 ☐ -3 ☐ -4 ☐ -5

Comments: Terminal plating is the primary activity of the business.

Completed By: Janey Yin

Date: 2026/3/2

5. Injection production

Business Activity Description: Produce plastic housing required for connectors.

a) What are the losses if this business activity could not be provided?

- **Loss of Revenue:** \$780,00 per week
- **Increased Costs:** \$N/A
- **Staffing:** Production staff numbers will need to be reduced.
- **Product/service:** Number of connectors available for sale will be reduced until production resumes.
- **Fines or penalties due to missed deadlines:** N/A
- **Legal liability, personal damage, public harm:** N/A
- **Loss of good will, public image:** Will occur if unable to meet current client orders.

Comments: Current stocks will meet demands for up to 2 months.

b) For what maximum amount of time could this business activity be unavailable (either 100% or partial) before the losses would occur?

 hrs
 days
 weeks
 months

Comments: If Injection production is not produced for more than 2 months, the business will lose sales and customers will source alternative connector manufacturer.

c) Does this activity depend on any outside services or products for its successful completion?

- ☒ NO ☐ YES – If yes, check one of the following:
- ☐ Sole Supplier ☐ Major Supplier ☒ Many Alternate Suppliers

Comments: If Injection production is unable to provide services, adjust the Injection production from other suppliers to prevent connector assembly failure.

d) On a scale of 1 to 5 (1 being the Most Important, 5 being the Least Important), where would this business activity fall in terms of being important to the operation of your department or business?

- ☒ -1 ☐ -2 ☐ -3 ☐ -4 ☐ -5

Comments: Injection production is the primary activity of the business.

Completed By: Janey Yin

Date: 2026/3/2

6. Automated machine production

Business Activity Description: Produce automation machine required for connector assembly.

a) What are the losses if this business activity could not be provided?

- **Loss of Revenue:** \$N/A
- **Increased Costs:** Yes, the exact amount of the increase needs to be assessed on a case-by-case basis.
- **Staffing:** Production staff numbers will need to be increased.
- **Product/service:** N/A
- **Fines or penalties due to missed deadlines:** N/A
- **Legal liability, personal damage, public harm:** N/A
- **Loss of good will, public image:** N/A

Comments: The production of automatic machine will not affect customer delivery and demand.

b) For what maximum amount of time could this business activity be unavailable (either 100% or partial) before the losses would occur?

 hrs
 days
 weeks
 months

Comments: The production of automatic machine will not affect customer delivery and demand.

c) Does this activity depend on any outside services or products for its successful completion?

- ☐ NO ☒ YES – If yes, check one of the following:
- ☐ Sole Supplier ☐ Major Supplier ☒ Many Alternate Suppliers

Comments: If Automated machine production is unable to provide services, The production order of automata should be adjusted to manual production, and the production schedule should be arranged in advance to prevent the delay of customer delivery.

d) On a scale of 1 to 5 (1 being the Most Important, 5 being the Least Important), where would this business activity fall in terms of being important to the operation of your department or business?

- ☐ -1 ☐ -2 ☒ -3 ☐ -4 ☐ -5

Comments: Automated machine production is not the primary activity of the business.

Completed By: Janey Yin

Date: 2026/3/2

7. Finished product assembly

Business Activity Description: Assemble the plating terminal and plastic housing into a connector.

a) What are the losses if this business activity could not be provided?

- **Loss of Revenue:** \$780,000 per week
- **Increased Costs:** \$N/A
- **Staffing:** Production staff numbers will need to be reduced.
- **Product/service:** Number of connectors available for sale will be reduced until production resumes.
- **Fines or penalties due to missed deadlines:** N/A
- **Legal liability, personal damage, public harm:** N/A
- **Loss of good will, public image:** Will occur if unable to meet current client orders.

Comments: Current stocks will meet demands for up to 6 weeks.

b) For what maximum amount of time could this business activity be unavailable (either 100% or partial) before the losses would occur?

 hrs
 days

6

 weeks
 months

Comments: The production of automatic machine will not affect customer delivery and demand.

c) Does this activity depend on any outside services or products for its successful completion?

- ☒ NO ☐ YES – If yes, check one of the following:
- ☐ Sole Supplier ☐ Major Supplier ☐ Many Alternate Suppliers

Comments: If assembly production is unable to provide services, the sales should coordinate orders with customers to prevent excessive backlog of orders. Meanwhile, the promised products will be transferred to other factories within the Group for assembly.

d) On a scale of 1 to 5 (1 being the Most Important, 5 being the Least Important), where would this business activity fall in terms of being important to the operation of your department or business?

- ☒ -1 ☐ -2 ☐ -3 ☐ -4 ☐ -5

Comments: Assembly production is the primary activity of the business.

Completed By: Janey Yin

Date: 2026/3/2

8. Tape& reel production

Business Activity Description: Produce tape & reel for packing connectors.

a) What are the losses if this business activity could not be provided?

- **Loss of Revenue:** \$ N/A
- **Increased Costs:** Yes, the exact amount of the increase needs to be assessed on a case-by-case basis.
- **Staffing:** N/A
- **Product/service:** N/A
- **Fines or penalties due to missed deadlines:** N/A
- **Legal liability, personal damage, public harm:** N/A
- **Loss of good will, public image:** N/A

Comments: The tape& reel production will not affect customer delivery and demand.

b) For what maximum amount of time could this business activity be unavailable (either 100% or partial) before the losses would occur?

 hrs
 days
 weeks
 months

Comments: The tape& reel production will not affect customer delivery and demand.

c) Does this activity depend on any outside services or products for its successful completion?

- ☐ NO ☒ YES – If yes, check one of the following:
- ☐ Sole Supplier ☐ Major Supplier ☒ Many Alternate Suppliers

Comments: If tape& reel production is unable to provide services, adjust the tape& reel production to alternative suppliers to avoid affecting the product packaging.

d) On a scale of 1 to 5 (1 being the Most Important, 5 being the Least Important), where would this business activity fall in terms of being important to the operation of your department or business?

- ☐ -1 ☐ -2 ☒ -3 ☐ -4 ☐ -5

Comments: Tape & reel production is the primary activity of the business.

Completed By: Janey Yin

Date: 2026/3/2

9. Transportation logistics

Business Activity Description: Transport the connector required by the customer to the location specified by the customer.

a) What are the losses if this business activity could not be provided?

- **Loss of Revenue:** \$780,000 per week
- **Increased Costs:** \$N/A
- **Staffing:** Production staff numbers will need to be reduced.
- **Product/service:** Number of connectors available for sale will be reduced.
- **Fines or penalties due to missed deadlines:** N/A
- **Legal liability, personal damage, public harm:** N/A
- **Loss of good will, public image:** Will occur if unable to meet current client orders.

Comments: Current stocks will meet demands for up to 6 weeks.

b) For what maximum amount of time could this business activity be unavailable (either 100% or partial) before the losses would occur?

 hrs
 days

6

 weeks
 months

Comments: If transportation logistics is disrupted for more than 6 weeks, the business will lose sales and customers will source alternative connectors manufacturer.

c) Does this activity depend on any outside services or products for its successful completion?

- ☐ NO ☒ YES – If yes, check one of the following:
- ☐ Sole Supplier ☒ Major Supplier ☐ Many Alternate Suppliers

Comments: If transportation logistics is unable to provide services, it is necessary to adjust the production plan of orders and coordinate orders with suppliers to avoid backlogging more finished product inventory.

d) On a scale of 1 to 5 (1 being the Most Important, 5 being the Least Important), where would this business activity fall in terms of being important to the operation of your department or business?

- ☒ -1 ☐ -2 ☐ -3 ☐ -4 ☐ -5

Comments: logistics transportation is the primary activity of the business.

Completed By: Janey Yin

Date: 2026/3/2

Business Impact Analysis

Critical Business Activity	Description	Priority	Impact of loss	RTO (critical period before business losses occur)
Material purchase	Procurement of raw materials required for production: plastic, copper plate, packaging materials	H	• Reduced \$780,000 revenue per week • Build up of stock and inventory related to slow down in orders for design and production services • Customers will source alternate suppliers • Unable to meet business overheads e.g. rent, staff wages • Potential job losses.	3 months
Processing and production of molds and fixtures	Moulds required for processing, production, stamping, and injection molding, and fixtures required for assembly and production	M	• Cost increased	N/A
Stamping production	Terminals required for assembly of production connectors	H	• Reduced \$390,000 revenue per week • Customers will source alternate suppliers • Unable to meet business overheads e.g. rent, staff wages • Potential job losses.	2 months
Electroplated terminal	Terminals required for surface treatment connector assembly	H	• Reduced \$390,000 revenue per week • Customers will source alternate suppliers • Unable to meet business overheads e.g. rent, staff wages • Potential job losses.	2 months

Critical Business Activity	Description	Priority	Impact of loss	RTO (critical period before business losses occur)
Injection molding production	Plastic shell required for assembly of production connectors	H	• Reduced \$780,000 revenue per week • Customers will source alternate suppliers • Unable to meet business overheads e.g. rent, staff wages • Potential job losses.	2 months
Automated machine production	Automated machines required for production and assembly of connectors	M	• Cost increased	N/A
Assembly-production	Assemble electroplated terminals and molded cases into connectors	H	• Reduced \$780,000 revenue per week • Customers will source alternate suppliers • Unable to meet business overheads e.g. rent, staff wages • Potential job losses (after 2 weeks).	6 weeks
Belt packaging production	Carrier tape required for producing packaging connectors	M	• Cost increased	N/A
Logistics transportation	Transport the connectors required by the customer to the designated location by the customer	H	• Reduced \$780,000 revenue per week • Build up of stock and inventory related to slow down in orders for design and production services • Customers will source alternate suppliers • Unable to meet business overheads e.g. rent, staff wages • Potential job losses (after 2 weeks).	1 month

Section 4

Incident Response Plan

Immediate Response Checklist:

INCIDENT RESPONSE (Have you:)	✓	ACTIONS TAKEN
• Assessed the severity of the incident?	☐	
• Evacuated the site if necessary?	☐	
• Accounted for everyone?	☐	
• Identified any injuries to persons?	☐	
• Contacted Emergency Services?	☐	
• Implemented your Incident Response Plan?	☐	
• Started an Event Log?	☐	
• Activated staff members and resources?	☐	
• Appointed a spokesperson?	☐	
• Gained more information as a priority?	☐	
• Briefed team members on incident?	☐	
• Allocated specific roles and responsibilities?	☐	
• Identified any damage?	☐	
• Identified critical activities that have been disrupted?	☐	
• Kept staff informed?	☐	
• Contacted key stakeholders?	☐	
• Understood and complied with any regulatory/ compliance requirements?	☐	
• Initiated media/public relations response?	☐	

Evacuation Procedures

- 1

After hearing the alarm signal, all employees should immediately stop working, quickly shut down machinery and equipment, follow the instructions of on-site management personnel, calmly and orderly escape to a safe area (basketball court is the gathering place) according to the evacuation plan of each floor, without the need to change work shoes;
- 2

Personnel assisting in evacuation must calmly organize and command to ensure the safe and orderly evacuation of employees in the area. When someone falls down the stairs, the person behind should immediately lift them up to prevent stampede accidents;
- 3

Escape personnel must obey commands, follow arrangements, follow the instructions for escape, cover their mouth and nose with paper towels or work hats, squat down with hands on the wall or staircase handrail, and quickly and orderly descend the stairs;
- 4

All personnel shall be evacuated to the assembly point, and each team leader shall promptly count the number of people and report to the department head. The department head shall report to the Director General, and finally the Director General shall report to the Commander in Chief;
- 5

The crisis is resolved, and the commander in chief will bring back each department in sequence;
- 6

The factory affairs department shall organize the site, handle proper affairs, record relevant information and photos of the incident for verification.

Emergency kit

- Documents:

- Business Continuity Plan – your plan to recover your business or organisation in the event of a critical incident.
 - List of employees with contact details – include home and mobile numbers, and even e-mail addresses. You may also wish to include next-of-kin contact details.
 - Lists of customer and supplier details.
 - Contact details for emergency services.
 - Contact details for utility companies.
 - Building site plan (this could help in a salvage effort), including location of gas, electricity and water shut off points.
 - Evacuation plan.
 - Latest stock and equipment inventory.
 - Insurance company details.
 - Financial and banking information.
 - Engineering plans and drawings.
 - Product lists and specifications.
 - Formulas and trade secrets.
 - Local authority contacts details.
 - Headed stationery and company seals and documents.
- Equipment:

- Computer back-up tapes/disks/USB memory sticks or flash drives.
 - Spare keys/security codes.
 - Torch and spare batteries.
 - Hazard and cordon tape.
 - Message pads and flip chart.
 - Marker pens (for temporary signs).
 - General stationery (pens, paper, etc).
 - Mobile telephone with credit available, plus charger.
 - Dust and toxic fume masks.
 - Disposable camera (useful for recording evidence in an insurance claim).
- Notes:

- Make sure this pack is stored safely and securely on-site and off-site (in another location).
 - Ensure items in the pack are checked regularly, kept up-to-date, and in good working order.
 - Remember that cash/credit cards may be needed for emergency expenditure.

Roles and Responsibilities

ROLE	DESIGNATED EMPLOYEES	ALTERNATE
Title: GCN Deputy GM	Name: Goldberg Chen Contact Information: +86 (797) 6635 305	Name: Jason Song Contact Information: +86 (797) 6635 305
Title: GCS Deputy GM	Name: Helene Fang Contact Information: +86 (755) 2707 0050	Name: Contact Information:
Title: GCK Deputy GM	Name: Gino Xie Contact Information +86 (512) 5782 5636	Name: Contact Information:
Title: GC Deputy GM	Name: Allen Wang Contact Information: +886 (2) 2209 1343	Name: Contact Information:

Emergency Responsibilities:

- Ensure the Business Continuity Plan has been activated
- Oversee smooth implementation of the response and recovery section of the plan
- Determine the need for and activate the use of an alternate operation site and other continuity tasks
- Communicate with key stakeholders as needed
- Provide important information to the Communication Officer for distribution
- Keep key staff apprised of any changes to situation.

Key Contact Sheet

Contact List – Internal

Person	Contact number/s	Email	Responsibilities
Goldberg Chen	+86(797)6635 305	goldberg.chen@greenconn.com	GCN Deputy GM
Helene Fang	+86(755)2707 0050	helene.fang@greenconn.com	GCS Deputy GM
Gino Xie	+86(512)5782 5636	gino.hsieh@greenconn.com	GCK Deputy GM
Allen Wang	+886(2)2209 1343	allan@greenconn.com	GC Deputy GM
Wally Wang	+86(755)2707 0050	wally.wang@greenconn.com	GCV GM

Contact List – External

Key contacts	Contact number/s
Police	(+86) 15879700653
Emergency Services	119
Ambulance	120
Medical	120
Security	(+86) 15879700653
Insurance company	(+86) 15263524552
Suppliers (plastic raw material)	(+86) 755-27341937
Suppliers (terminal)	(+86) 769-87989091
Suppliers (plating)	(+86) 797-8171386
Water and Sewerage	(+86) 797-6642820
Gas	(+86) 797-6635686
Electricity	(+86) 797-6632209
Telephone	(+86) 18979777025

Event Log

[illegible]

Section 5

Recovery

Recovery Plan

Critical Business Activities	Preventative / Recovery Actions	Resource Requirements / Outcomes	Recovery Time Objective	Responsibility	Completed
Material purchase	• Re-assess financial position of business including cash flows due to loss of revenue to meet minimal overheads • Minimise overheads – review expenses and develop plan of action to reduce fixed and variable overheads include reduction of casual and permanent staff hours. • Source alternative suppliers.	• Put aside cash reserves to cover costs • Reduce costs where able • Identify alternative suppliers	3 months	Head of purchasing department	2026/3/1
Processing and production of molds and fixtures	• Minimise overheads – review expenses and develop plan of action to reduce fixed and variable overheads include reduction of casual and permanent staff hours. • Source alternative suppliers.	• Reduce costs where able • Identify alternative suppliers	N/A	Head of processing department	2026/3/1
Stamping production	• Re-assess financial position of business including cash flows due to loss of revenue to meet minimal overheads • Minimise overheads – review expenses and develop plan of action to reduce fixed and variable overheads include reduction of casual and permanent staff hours • Source alternative supplier.	• Put aside cash reserves to cover costs • Reduce costs where able • Identify alternative supplier.	2 months	Head of stamping department	2026/3/1
Electroplated terminal	• Re-assess financial position of business including cash flows due to loss of revenue to meet minimal overheads • Minimise overheads – review expenses and develop plan of action to reduce fixed and variable overheads include reduction of casual and permanent staff hours • Source alternative supplier.	• Put aside cash reserves to cover costs • Reduce costs where able • Identify alternative supplier.	2 months	Head of plating plant	2026/3/1

Critical Business Activities	Preventative / Recovery Actions	Resource Requirements / Outcomes	Recovery Time Objective	Responsibility	Completed
Injection molding production	• Re-assess financial position of business including cash flows due to loss of revenue to meet minimal overheads • Minimise overheads – review expenses and develop plan of action to reduce fixed and variable overheads include reduction of casual and permanent staff hours • Source alternative supplier.	• Put aside cash reserves to cover costs • Reduce costs where able • Identify alternative supplier.	2 months	Head of injection department	2026/3/1
Automated machine production	• Minimise overheads – review expenses and develop plan of action to reduce fixed and variable overheads include reduction of casual and permanent staff hours • Source alternative suppliers.	• Reduce costs where able	N/A	Head of automation department	2026/3/1
Assembly-production	• Re-assess financial position of business including cash flows due to loss of revenue to meet minimal overheads • Minimise overheads – review expenses and develop plan of action to reduce fixed and variable overheads include reduction of casual and permanent staff hours • Negotiate with suppliers to prevent build-up of materials and reduce costs • Source alternative production site	• Put aside cash reserves to cover costs • Reduce costs where able • Identify alternative production site	6weeks	Head of assembly department	2026/3/1
Belt packaging production	• Minimise overheads – review expenses and develop plan of action to reduce fixed and variable overheads include reduction of casual and permanent staff hours • Source alternative suppliers.	• Reduce costs where able • Identify alternative supplier	N/A	Head of tape & reel plant	2026/3/1
Logistics transportation	• Re-assess financial position of business including cash flows due to loss of revenue to meet minimal overheads • Minimise overheads – review expenses and develop plan of action to reduce fixed and variable overheads include reduction of casual and permanent staff hours • Source alternative suppliers.	• Put aside cash reserves to cover costs • Reduce costs where able • Identify alternative supplier	6 weeks	Head of purchasing department	2026/3/1

Incident Recovery Checklist

INCIDENT RESPONSE	✓	ACTIONS
Now that the crisis is over have you:		
• Refocused efforts towards recovery?	☐	
• Deactivated staff members and resources as necessary?	☐	
• Continued to gather information about the situation as if affects you?	☐	
• Assessed your current financial position?	☐	
• Reviewed cash requirements to restore operations?	☐	
• Contacted your insurance broker/company?	☐	
• Developed financial goals and timeframes for recovery?	☐	
• Kept staff informed?	☐	
• Kept key stakeholders informed?	☐	
• Identified information requirements and sourced the information?	☐	
• Set priorities and recovery options?	☐	
• Updated the Recovery Plan?	☐	
• Captured lessons learnt from your individual, team, and business recovery?	☐	

Recovery contacts

Contact Type	Organisation Name	Contact	Title	Phone/Mobile number
Insurance	Social Insurance Service Center of Nankang District, Ganzhou City	Ms. Liu	Specialist	(+86) 797-6612710
Telephone / internet services provider	China Telecom	Ms. Lan	Customer Service Manager	(+86) 18979777025
Bank / building society	China Merchants Bank	Ms. Wang	Manager	(+86) 797-7788333
Supplier (Main-terminal)	Dongguan Xiongzhen Hardware & Electronics Co., Ltd.	Hong Fang	Sales Specialist	(+86) 769-87989091
Supplier (Main-plastic raw material)	Shenzhen Liufu Trading Co., Ltd.	Yuhe Yan	Sales Specialist	(+86) 755-27341937
Supplier (Main-plating)	Longjin Electronics (Ganzhou) Co., Ltd.	Ruiyan Feng	Sales Specialist	(+86) 797-8171386
Supplier (Backup-tape\$reel)	Ganzhou Xindun Electronics Co., Ltd.	Mr. Jiang	Factory Director	(+86) 13922904573
Lawyer	Jiangxi Jinrong Law Firm	Haiping Liu	Lawyer	(+86) 797-6633696

Insurance claims

Insurance company	Date	Details of claim	Follow-up actions

Market assessment

Market changes	Impact to business	Business options
Epidemic situation of COVID-19	Increase the demand for online visits and factory audits, increase the demand for online communication, and reduce the demand for face-to-face business visits	Add options and equipment for online meetings and visit audits, and add virtual access models such as factory digital modeling
Sino US Trade War	Increase tariffs on goods manufactured in China and sold to the United States, and increase the demand for regional supply chain layout for customers	Develop a regional supply chain layout to diversify risks and avoid tariffs
International Anti Money Laundering Prevention and Control	Reduce tax avoidance measures such as tax havens, and increase the rigor and requirements of financial operations	Rectify the financial structure, avoid potential tax avoidance measures that may be restricted in the future, and ensure legal, compliant, and rigorous implementation of tax reporting, payment, and financial operations

Section 6

Rehearse, Maintain and Review

Training schedule

Training Date	Training type	Comments
2025/9/12	Fire and evacuation drills	All personnel evacuated and accounted for within acceptable timeframe and learn to use firefighting equipment

Review schedule

Review date	Reason for review	Changes made



Greenconn Official Website



Greenconn Official WeChat

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